



# Manager's Timecard

## Editing Hours Worked

- Click on the cell in the desired date column; delete the existing duration and type the new duration of actual hours worked.

		Pay Code	Transfer	Sun 1/21	Mon 1/22
		Hours Wor...			9
		Hours Wor...			

- Click **SAVE**.

## Adding a Pay Code

- Click the green arrow icon to add a row.
- Expand the column to show the entire **Pay Code**.
- Click the drop-down arrow in the **Pay Code** cell in the new row.

Pay Code
Admin Leave - Bereavement
Admin Leave - Bereavement
Admin Leave - Cnty Facility Clsd
Admin Leave - Court Appearance

- Click the desired **Pay Code**.
- Click in the date column in the new row and enter the number of hours (use format HH.hh) assigned to the new **Pay Code**.
- Adjust the daily hours worked by modifying the original hours as necessary.

		Pay Code	Transfer	Sun 1/07	Mon 1/08
		Hours Worked			6.0
		Admin Leave - Bereavement			2.0

- Click **SAVE**.

## NOTES

Enter time in decimal format (HH.hh). For example, 8 hours & 15 minutes, type 8.25.

Overtime hours are not entered separately, they are captured by increasing the hours worked for that day.

Approve your own timecard by close of business on the last day worked of the current pay period.

Rows can be deleted by clicking on the eraser, then **SAVE**.

## Timecard Indicators & Colors

Indicators	Description
	A red outline around a box is a warning that a value may be missing or needs to be verified.
	A blue outline around a date indicates non-worked time such as Annual Leave.
	A duration amount shown in purple on a white background indicates the amount was automatically populated by the employee's schedule and can be edited.
	A duration amount shown in purple on a gray background indicates the amount was automatically populated by the employee's schedule and cannot be edited. This includes holidays and locked pay period adjustments.
	A gold bar across the top of the <b>Timecard</b> window indicates that edits have not been saved.
	A red flag in the corner of the Totals tab reflects that totals need to be recalculated.

## NOTES

**Save** frequently to avoid data loss.

To cancel edits made to the timecard but not saved, from the timecard menu, select **Actions > Refresh**.

## Log Off Correctly!

Click on Logoff located in the dark blue Navigation bar. Failure to logoff properly could jeopardize your privacy!

## Contact MCtime

Help Desk: 240-777-2828

Email: [mctime@montgomerycountymd.gov](mailto:mctime@montgomerycountymd.gov)

Website: [www.montgomerycountymd.gov/mctime](http://www.montgomerycountymd.gov/mctime)

Visit the **MCtime** website for general information, FAQs, forms and training resources.

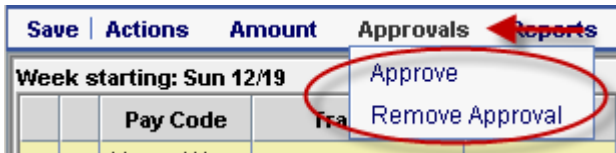




# Manager's Timecard & Tasks

## Approving My Timecard & Removing My Timecard Approval

1. Open the timecard (from **My Information**).
2. Select the correct **Time Period** for approval.
3. From the Timecard Menu, select **Approvals > Approve**.
4. Approvals may also be removed, select **Approvals > Remove Approval**, if additional edits are required.



## Timecard Approval Process

1. Using the **Timecard Approval Genie**, check that each employee has approved their timecard.

Employee Name	Approved by Employee	Manager Name
Andrews, Jacob	✓	Frost, Carolyn
Bowen, Meredith		Jacobs, Andrew

- If the employee has not approved the timecard, contact them for required updates.
  - If the employee is unavailable, perform any necessary edits and notify the employee of the revisions.
2. Using the **Pay Period Close Checklist for Managers**, (available on the MCtime website under the Resources tab) perform additional tasks and checks that are expected biweekly of managers at Pay Period Close.

## 3. Using the **Pay Period Close Genie**:

Dept	Section	Employee Name	Manager Name	R/T	FT/PT	Total Reg Hours	Total Leave Hours	Total Hours toward Schedule	Expected Hrs per Pay Period	Total OT Hours	Employee Approval	Manager Approval
OHR 33	OHR 33 Records Management	Fargo, Julie	Frost, Carolyn	R-N	F	80.0		80.0	80.0	2.0		
OHR 33	OHR 33 Records Management	Gates, Paul K	Frost, Carolyn	R-N	P	64.0	14.0	78.0	78.0			
OHR 33	OHR 33 Records Management	Major, Alicia F	Frost, Carolyn	R-N	F	80.0		80.0	80.0			
OHR 33	OHR 33 Records Management	McCarney, Paul D	Frost, Carolyn	R-N	P	36.0	4.0	40.0	40.0			
OHR 33	OHR 33 Records Management	Smith, Paul L	Frost, Carolyn	T-Y	P				40.0			

Compare the hours in the **Total Hours toward Schedule** column with the hours in the **Expected Hrs per Pay Period**.

- Full-time – hours in **Total Hours toward Schedule** should always reflect 80 hours.
- Part-time/Temporary – verify accuracy of **Total Reg Hours** entered.
- Validate all hours recorded in the **Total Leave Hours** column.
- Validate all hours recorded in the **Total OT Hours** column.
- Any errors should be corrected at this time.
  - Contact employee for the required updates.
  - If the employee is unavailable, perform any necessary edits and notify the employee of the revisions.
- 4. Approve the timecards either by accessing the timecards individually or as a group.
- 5. Using the **Timecard Approval Genie**, verify that you have approved all of your employees' timecards.





# Manager's Tasks

## APPROVING EMPLOYEE TIMECARDS

### Accessing an Employee Timecard

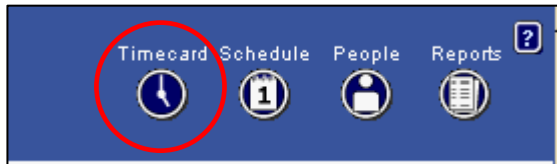
- Double-click the employee's name from a genie.

### Accessing Multiple Employee Timecards

- Single-click the first employee's name from a genie.
- Hold the **Ctrl** key and click additional employee names.

Employee Name	Manager Name
Andrews, Jacob	Frost, Carolyn
Bowen, Meredith	Jacobs, Andrew
Brickle, Ginny	Richardson, Brad

- Click the **Timecard** launch button.



### Approving an Employee Timecard

- Access an employee timecard (see instructions above.)
- From the timecard menu, select **Approval > Approve**.

Save	Actions	Punch	Amount	Approvals	Reports
Week starting: Sun 1/07				Approve	
	Pay Code	Transfer	Remove Approval		

## NOTES

Employee approval prevents the employee from making further edits to the timecard but not the manager.

Manager approval prevents both the employee and manager from making further edits.

Manager approval does not prevent another manager or payroll from making edits to the timecard.

Approval of timecards by managers should be completed by noon the Tuesday following the end of the pay period.

## Multiple Timecard Approval

- Open the **Pay Period Close Genie**.
- Verify the **Time Period**.
- Single-click an employee's name.
- Hold the **Ctrl** key and click additional employee names.
- From the timecard menu, select **Approvals > Approve**.

Actions	Amount	Accruals	Approvals
Employee Name			Approve Remove Approval
Andrews, Jacob			Frost, Carolyn
Bowen, Meredith			Jacobs, Andrew
Brickle, Ginny			Richardson, Brad

## Removing Approvals

- Open the **Pay Period Close Genie**.
- Verify the **Time Period**.
- Single-click an employee's name.
- Hold the **Ctrl** key and click additional employee names.
- From the timecard, select **Approvals > Remove Approval**.

## Verify Manager Approval of Employee Timecards

- Open the **Timecard Approvals Genie**.
- Verify the **Time Period**.
- Click **Refresh** to display the most current information.
- Verify that the **Approved by Manager** column has a value of one or greater. The number displayed represents how many managers reviewed and approved the timecard.

Employee Name	Approved by Employee	Manager Name	Approved by Manager
Andrews, Jacob	✓	Frost, Carolyn	1

## NOTES

A checkmark in the **Signed Off by Payroll** column indicates that the employee's timecard has been submitted to Payroll and has been signed off for processing.





# Manager's Tasks

## Managing Schedules

### Adding a Shift

1. Click the **Schedule Editor** link on the navigation bar.
2. Click the appropriate **Date** cell.
3. Type the shift start time, hyphen, and the shift end time. (Remember to include am or pm).
4. Press the **Tab** key or click a different cell.
5. Click **Save**.

Mon 1/22
8a - 4p

### NOTE

Shift changes or shift swaps should not be performed for employees that work on a compressed schedule. Such changes may result in the unintentional payment of overtime.

### Deleting a Shift

1. Click in the appropriate **Date** cell.
2. Highlight the shift times and press **Delete**.
3. Click **Save**.

Mon 1/22
8a - 4p

### Restoring a Shift

1. Right-click the cell containing the shift to be restored.
2. Click **Cut**.
3. Click **Save**.

Mon 1/22	Tue 1/23
8a - 4p	8a - 4p

Add

Edit

Insert Shift Template...

Cut

Copy

### Reviewing Assigned Schedules

- As a best practice, employees should verify their schedule at the beginning of each pay period to ensure pre-population of correct days and durations.
- If an employee notifies you of a discrepancy with their schedule, you should email the **Mctime** office immediately to have the schedule corrected.
- Managers can also verify the schedule has been correctly applied by using the **Accessing Multiple Employee Timecards** function (page 3).

## Glossary

**Calculate Totals** – Recalculates the timecard to display accurate totals. Calculating totals does not save changes to the database.

**Duration** – The manner in which hours are reported in **Mctime** for a given work day. Duration is reported in hours versus start and stop times.

**Genie** – A tool in **Mctime** that allows a manager to view information on an entire group of employees without having to access each individual timecard.

**Labor Account** – A combination of one labor entry from each labor level.

**Labor Account Transfer** – Performed when an employee works in an account different from their primary labor account. Used when an employee needs to charge hours to a different cost center – fund, project – task with expenditure org or reason code.

**Labor Level** – A category that defines Montgomery County's cost centers and accounting structure. Also used to define managers for timecard approval purposes.

**Move** – The act of transferring hours to or from an overtime pay code to or from a compensatory pay code. This function must be performed by a manager or timekeeper.

**Pay Code** – Holds the hours accumulated by employees throughout the pay period. As an employee works, hours are placed into pay code buckets as determined by the employee's pay rule.

**Pay Period Close Genie** – Used to review the status of employee's timecards at the end of the pay period.

**Pay Rule** – A set of business rules used by **Mctime** to correctly determine hours that are applicable to a specific employee group. The business rules determine if, when, and how overtime is calculated, when holiday leave and holiday premium pay is earned, and how multilingual pay is calculated.

**Primary Labor Account** – The organizational unit and organizational hierarchy to which the employee is assigned. Includes the employee's assigned department, division, section and/or subsection (where applicable) and manager.

**Refresh** – A function that cancels any unsaved data and updates the workspace with the most current information in the database. If a change has been made to a timecard, the refresh function may be used to ensure that the most recent changes are reflected in the totals.

**Schedule** – Represents the number of hours the employee is expected to work on a daily, weekly, and pay period basis. Schedules are maintained for full-time and part-time employees to provide the basis for overtime and holiday leave calculations.

